

Ohio Department of Administrative Services Bob Taft, Governor Scott Johnson, Director	Human Resources Division Floor 28 30 East Broad Street Columbus, Ohio 43215-3414	614.466.3455 voice 614.466.5127 fax www.state.oh.us/das
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September 3, 2004

Brenda K. Hurston
1812 Grand Avenue
Middletown Oh 45044

Dear Ms. Hurston:

This is in response to your recent letter concerning the reporting status of Butler County Department of Job & Family Services. According to Chapter 124.09 of the revised code, all county agencies should be reporting to the director of the Department of Administrative Services. The only exception would be if an agency has a collective bargaining agreement and bargains not to report their bargaining unit employees to DAS. If you were part of a bargaining unit and the contract had specific language about not reporting to DAS then it is possible that we would never have had any record of your work history. I have enclosed the last written correspondence I could find concerning the reporting status of Butler CDJFS. There is a letter from the director of Butler CDJFS (Bruce E. Jewett) to the supervisor of the County Services Unit (Beverly Wood). There is also a written response to this letter from Beverly Wood to your director. Since Butler CDJFS decided in 2001 to quit reporting personnel changes to DAS, we currently show no records of any employees. Per the attached letters all employee records were terminated in February of 2001. We could find no record of any personnel actions ever being submitted for your self.

You also asked what percent of the time you would have to perform higher-level duties in order to be reclassified to the higher classification. According to the Ohio Administrative Code (OAC) Chapter 123:1-3-04, Part (D), "the duties must satisfy the class concept or function statement at least twenty percent of the time".

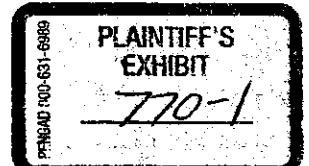
Per your request I am submitting copies of the classification specifications for 12422CHS – Office Machine Operator 2, 64511-CHS – Purchasing Assistant 1, 69412JFS- Social Program Coordinator, and 66551JFS-Contract Evaluator/Negotiator. There is no classification called Social Administrator in the bargaining unit classifications. Please note that these class specs pertain to bargaining unit classifications for JFS but do not pertain to bargaining unit positions for an agency that has created their own class plan.

I am also including the copies of any work history we have of Benny Goins (who we show no record of) and Sadie A. Williams (only have 1987 appointment), per your request. If they have to have a separate letter written to them about their records please let me know.

The total number of copies enclosed from state and county files is 16. Please submit a check for sixteen cents addressed to the State of Ohio. Please submit the check to the following address

State Records Center
30 E. Broad Street, 28th Floor
Columbus, Oh 43215-3414

If you have any further questions please feel free to call our office at (614) 466-3810.



Ohio DAS

September 3, 2004
Page 2

C. Scott Johnson
Director

Sharon K. Stevens

Sharon K. Stevens
For the Director

SKS/ss

PLAINTIFF'S
EXHIBITS

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Ohio Department of Administrative Services
 Bob Taft, Governor
 Scott Johnson, Director

Human Resources Division
 28th Floor
 30 East Broad Street
 Columbus, Ohio 43215

614.466.3455 voice
 614.466.5127 fax

OhioDAS

February 5, 2001

Bruce E. Jewett, Director
 Butler County Department of Job
 & Family Services
 315 High Street
 P. O. Box 4000
 Hamilton, Ohio 45012-4000

Dear Mr. Jewett:

Thank you for your January 26, 2001 letter concerning the agency's classification plans. As you know, I have been trying to obtain the resolution establishing the classification plan and pay schedule for non-bargaining and bargaining unit employees. Effective July 2, 2000, a new classification plan was implemented for non-bargaining unit positions. This new classification plan can be found in Section 123:1-7-27 of the Administrative Code. This classification plan contained completely new classification numbers, classification titles and classification specifications. The old classification plan for non-bargaining unit positions which used to be listed in Section 123:1-7-19 of the Administrative Code was deleted. All non-bargaining unit positions had to be classified in accordance with the new classification plan contained in Section 123:1-7-27 of the Administrative Code effective July 2, 2000. Upon assignment of the appropriate classification, each employee was to be notified on their appeal rights to the State Personnel Board of Review. Per my discussions with Julie Tragesser, this is the reason we have been trying so persistently to assist your agency in establishing a resolution adopting the new classification plan with appropriate pay range assignments for each classification. We still request that the agency submit the resolution on the non-bargaining employees.

The current Section 123:1-7-19 of the Administrative Code effective July 2, 2000 contains classifications that may be used for bargaining unit positions only. This section contains only classifications that are pertinent to bargaining unit positions. In the memorandum dated June 23, 2000 from our department, we requested that counties with collective bargaining agreements declare if positions in the collective bargaining unit would be using the classification plan effective July 2, 2000 listed in Section 123:1-7-19 of the Administrative Code, or Section 123:1-7-27 of the Administrative Code, or unique classification specifications developed through a legally negotiated collective bargaining agreement. It is my understanding that the collective bargaining agreement in effect on July 2, 2000 contained the classifications listed in the current Section 123:1-7-19 of the Administrative Code for bargaining unit positions and that agreement expired on November 30, 2000. We appreciate your offer to keep us advised on the current negotiations and look forward to receiving a copy of the signed agreement.

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OhioDAS

Bruce E. Jewett
Butler County Department of J&F Services
February 5, 2001

It is unfortunate that your agency feels that there is not a meaningful purpose to reporting. I believe that the non-compliance with the classification plans is an example of meaningful purpose. However, if it is the desire of the Butler County Commissioners, we will proceed with terminating employee records in this agency. Obviously, we do remind the agency of its obligation to abide by Sections 124.34, 124.321 through 124.328 of the Revised Code.

If you have any questions, please contact me at 614-466-3810.

Sincerely,

Beverly S. Wood

Beverly S. Wood
County Services Supervisor
Office of Classification and Compensation

BSW/bp

Cc: Derek Conklin, County Administrator, Butler County Commissioners
Douglas Duckett, Human Resources Administrator, Butler County Commissioners
Heath MacAlpine, Assistant Director Butler County Department of Job & Family Services
Jim Sprague, Executive Director, State Personnel Board of Review



Butler County's
Department of Job
& Family Services

January 26, 2001

Ms. Beverly Wood
Ohio Department of Administrative Services
Office of Personnel Services
30 E. Broad St., 28th Floor
Columbus, Ohio 43215-0405

Subject: Butler County Department of Job & Family Services

Dear Ms. Wood:

Thank you for your recent inquiries regarding our department. As Julie Tragesser has informed you, the Board of County Commissioners has by resolution approved maintaining the existing classification structure for non-bargaining-unit employees of the Butler County Department of Job & Family Services. For bargaining unit employees, that issue is now the subject of collective bargaining negotiations with Local 3062, AFSCME, Ohio Council 8, but we anticipate adopting a classification structure identical with or close to the newly approved ODAS classifications for bargaining-unit positions. When that has occurred, we will so advise you. Until then, we have nothing further to report on that issue.

Please be advised that The Butler County Work Place, Butler County's Department of Job & Family Services will, with the support of the Butler County Board of Commissioners, no longer routinely submit reports, position descriptions, performance evaluations, pay data, or any other materials or information to the Ohio Department of Administrative Services for review, approval, or any other purpose. Most county agencies throughout Ohio do not submit such reports because the paperwork serves no meaningful purpose, and we have reached that conclusion here.

1/2:36
HEDDLE & COMPANY ASSUR.



COUNTY COMMISSIONERS
COURTNEY E. COMBS
CHARLES R. FURMON
MICHAEL A. FOX

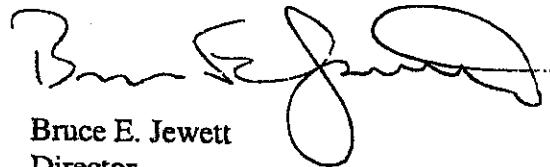
BUTLER COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
315 HIGH STREET, P.O. BOX 4000 • HAMILTON, OHIO 45011-4000
PHONE: 513-887-4000 • FAX: 513-887-4334
VISIT US ON THE WEB: WWW.BUTLERCOUNTYOHIO.ORG/WORKPLACE

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Ms. Wood
Page Two
January 26, 2001

Thank you for your concern, and we will let you know about the classification structure when the negotiations conclude.

Sincerely,



Bruce E. Jewett
Director

cc: Derek Conklin
Douglas Duckett
Heath MacAlpine

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PLAINTIFF'S
EXHIBITS

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OHIO CLASSIFICATION SPECIFICATION <i>Developed for Equal Opportunity</i>		CLASS TITLE: Purchasing Assistant 1	
MAJOR AGENCIES: County Human Services		JURISDICTION: County	
FUNCTION: Under general supervision from supervisor, verifies cost & quantities of supplies & materials, obtains information regarding purchase, materials &/or prices, reviews invoices, purchase orders & reviews invoices on general purchasing procedures & types & maintains accuracy pertaining to specifications &/or prices, answers inquiries on general purchasing procedures & types & maintains files.		PERFORMS RELATED DUTIES AS REQUIRED	
RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-69	<p>Verifies cost & quantities of supplies & materials, notes substitutions & determines if variance meets specifications & costs, obtains information regarding purchases materials &/or prices, corrects invoices, purchases stocks & issues office supplies & printed forms & reviews invoices, purchase orders & receiving reports for technical accuracy pertaining to specifications &/or prices.</p> <p>(598)</p>	<p>Knowledge of (1) agency purchasing policies, procedures & regulations*, (2) state procurement regulations*, ability to (3) calculate fractions, decimals & percentages, (4) deal with problems involving few variables within familiar context, (5) sort items into categories according to established method, (6) complete routine forms.</p>
2	22-32	<p>Types purchase orders, memos, letters &/or reports; checks invoices &/or receiving reports for accuracy; maintains record storage, term contract &/or supplies catalog files; prepares inventory report for internal cost accounting.</p>	<p>Knowledge of 1*, 2*, skill in (7) typing; ability to 3, 4, 6, (8) gather collate & classify information about data, people or things.</p>
3	9-19	<p>Keeps records of materials & invoices received & submits for payment; assists in preparing & processing contracts &/or specifications for distribution; handles general requests for information pertaining to contracts, bonds, payments & billings.</p>	<p>Knowledge of 1*, 2*, (9) public relations (10) bookkeeping; ability to 3, 4, 5, 6, 8, (11) answer routine telephone inquiries from public.</p>
		<i>61-6-1: ECL</i>	
UNUSUAL WORKING CONDITIONS:		MINIMUM CLASS REQUIREMENTS: (including license, if any.) Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in typing (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.	
PLAINTIFF'S EXHIBITS		CLASS TITLE Purchasing Assistant 1	CODE: 6451LCHS Page 1 of 1

*Developed after employment

TRAINING & DEVELOPMENT:

fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in typing (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

NEW AUG 02 1987

OHIO CLASSIFICATION SPECIFICATION <i>Developed for Equal Opportunity</i>		CLASS TITLE: Contract Evaluator/Negotiator	NEW CLASS TITLE: Contract Evaluator/Negotiator	CODE: 66551CHS
MAJOR AGENCIES:		County Human Services	JURISDICTION: County	
<p>FUNCTION: Under general supervision from contract evaluator/negotiator supervisor or other higher-level supervisor, analyzes proposed contracts, evaluates contract provisions, determines appropriateness of contract for intended purposes, determines contracts legal compliance & negotiates contract with providers of goods & services according to established procedures, policies & regulations.</p>				
RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS	
1	58-48	<p>Reviews & analyzes proposed contracts & invoices for accuracy & for adherence to applicable agency, state &/or federal statutes, regulations, rules, policies &/or procedures prior to negotiations, insures that provisions from administrative costs conform to federal guidelines, prepares correspondence for local office &/or inter-office communications regarding changes & adjustments indicated by review & evaluation, negotiates changes, approves contract & prepares legal binding contract for signature.</p>	<p>Knowledge of (1) agency, state &/or federal statutes, rules, policies, regulations &/or procedures governing contracts & negotiations associated with procurement of service programs*, (2) human resource training & development*, (3) manpower planning*, (4) accounting, (5) budgeting, (6) written communication (e.g., English composition & grammar, technical writing, business communication), (7) oral communication (e.g., speech); ability to (8) define problems, collect data, establish fact & draw valid conclusions, (9) calculate fractions, decimals & percentages, (10) write instructions & specifications for contracts, (11) handle sensitive inquiries from & contacts with service providers & general public.</p>	<p>*Developed after employment</p>

UNUSUAL WORKING CONDITIONS:

May require travel.

PLAINTIFF'S EXHIBITS

FORM ADM-4134

MINIMUM CLASS REQUIREMENTS: *Including Name, if any.* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in accounting that covers budget methods & procedures (or 3 mos. exp.); 1 course in written communication (e.g., English composition & grammar, technical writing, business communication) (or 1 mo. exp.) 100 hrs. training in oral communication (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

CODE: 66551CHS

PAGE 1 OF 2

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CLASSIFICATION SPECIFICATION Developed for External Opportunity		CLASS TITLE: Contract Evaluator/Negotiator	MAJOR AGENCIES: County Human Services	MAJOR WORKER CHARACTERISTICS
RANK	% OF TIME	JOB DUTIES		
2	27-37	<p>Provides technical assistance to contracted services at all stages of program to insure continuing compliance, develops & assists in development of procedures & forms for systematic review of grant proposal, reviews reports submitted on expenditures, communicates by telephone or makes on-site visits to verify compliance with contract provisions, assists grantee in maintaining fiscal control & ensuring compliance with federal accounting procedures, makes contract budget decisions & reviews, records & processes contractual invoices for payment.</p>		Knowledge of 1*, 4, 5, (12) public relations; ability to 8, 9, 10, 11.
3	10-20	<p>Provides technical assistance to staff members prior to, during & after contract negotiations regarding most effective means of complying with state & federal laws & regulations; prepares reports for use by staff members in maintaining fiscal control over use of funds; provides technical assistance to staff of related units regarding contract implementation, voucherizing procedures & computer information analysis; provides summaries & reports of possible misuse of funds under contract arrangements to program compliance & service delivery staff for further investigation; assists in continual review of state & federal laws, regulations & policies affecting contracted services.</p>		Knowledge of 1*, (13) data entry & control*; ability to 8, 9, 10, 11, (14) develop good rapport with service providers & program staff personnel.
4	7-13	<p>Assists in development & maintenance of records control systems for contracts, reports & related supporting documentation & cooperates with other units or departments for system implementation; prepares reports for management concerning amendments, cancellations or renewals; assists in training of personnel engaged in entering contract data to computer bank & trains local offices in use & capability of current computer system; assists in preparation of financial reports.</p>		Knowledge of 1*, 12, 13*; ability to 8, 9, 10, 11.
UNUSUAL WORKING CONDITIONS:		MINIMUM CLASS REQUIREMENTS: (including license, if any.)		
		<p><i>(b)(6)(7)</i></p> <p>61-61:88</p>		
CLASS TITLE: Contract Evaluator/Negotiator		code: 66551CHS	code: 66551CHS	Page 2 of 2

CLASSIFICATION SPECIFICATION <i>Developed for Equal Opportunity</i>	CLASS TITLE: Social Program Coordinator	MAJOR AGENCIES: County Human Services	JURISDICTION: County												
	<p>FUNCTION: Under general supervision from social program administrator or other higher-level supervisor, provides technical assistance in developing, monitoring &/or expanding delivery of social or psychiatric/rehabilitation or medical programs, projects &/or services, consults with local &/or federal governmental personnel, community agencies &/or state agency personnel or medical providers to coordinate administration of programs & services, monitors & documents program operation & program compliance, assists in development of comprehensive social service activities & public relations duties;</p> <p>PERFORMS RELATED DUTIES AS REQUIRED</p>														
<table border="1"> <thead> <tr> <th colspan="2">JOB DUTIES</th> <th colspan="2">MAJOR WORKER CHARACTERISTICS</th> </tr> </thead> <tbody> <tr> <td>RANK</td> <td>% OF TIME</td> <td colspan="2"> <p>Provides technical assistance to institution-based, community, state &/or federal agencies or medical providers in developing, expanding &/or monitoring delivery of social or psychiatric/rehabilitation or medical programs, projects &/or services (e.g., manpower development & training; drug abuse; registration & certification of all drug services; family resource & respite care; nursing homes; local development of access roads, jobs, care; nursing homes; local development for districts in Appalachia; new social programs for community contact agencies; specific social, juvenile &/or criminal justice; home energy assistance; foster grandparents; planned parenthood; public or private out-patient clinics; sexually transmitted & communicable diseases; alcoholism; adult services; child protection or child placement; child day care; identification of inmates needing substance abuse services; hospital emergency rooms; public & private laboratories; institutional employee assistance; hospital-based community preparation programs).</p> <p>(96%)</p> </td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <p>Knowledge of (1) social or behavioral science or pre-medicine, (2) agency, state &/or federal statutes, rules, regulations &/or procedures governing delivery of social programs specific to area of employment*, (3) available community resources specific to area of employment*, (4) social service problems policy & program planning & analysis, (5) accounting or finance or budgeting, (6) public relations, (7) written communication (e.g., English composition & grammar, technical writing, business communication), (8) effective oral communication (e.g., speech); ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) use statistical analysis, (11) proofread & technical materials, recognize errors & make corrections, (12) gather, collate & classify information about data, people or things, (13) establish good rapport with program participants &/or program recipients.</p> <p><i>Developed after employment</i></p> </td> </tr> </tbody> </table>				JOB DUTIES		MAJOR WORKER CHARACTERISTICS		RANK	% OF TIME	<p>Provides technical assistance to institution-based, community, state &/or federal agencies or medical providers in developing, expanding &/or monitoring delivery of social or psychiatric/rehabilitation or medical programs, projects &/or services (e.g., manpower development & training; drug abuse; registration & certification of all drug services; family resource & respite care; nursing homes; local development of access roads, jobs, care; nursing homes; local development for districts in Appalachia; new social programs for community contact agencies; specific social, juvenile &/or criminal justice; home energy assistance; foster grandparents; planned parenthood; public or private out-patient clinics; sexually transmitted & communicable diseases; alcoholism; adult services; child protection or child placement; child day care; identification of inmates needing substance abuse services; hospital emergency rooms; public & private laboratories; institutional employee assistance; hospital-based community preparation programs).</p> <p>(96%)</p>				<p>Knowledge of (1) social or behavioral science or pre-medicine, (2) agency, state &/or federal statutes, rules, regulations &/or procedures governing delivery of social programs specific to area of employment*, (3) available community resources specific to area of employment*, (4) social service problems policy & program planning & analysis, (5) accounting or finance or budgeting, (6) public relations, (7) written communication (e.g., English composition & grammar, technical writing, business communication), (8) effective oral communication (e.g., speech); ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) use statistical analysis, (11) proofread & technical materials, recognize errors & make corrections, (12) gather, collate & classify information about data, people or things, (13) establish good rapport with program participants &/or program recipients.</p> <p><i>Developed after employment</i></p>	
JOB DUTIES		MAJOR WORKER CHARACTERISTICS													
RANK	% OF TIME	<p>Provides technical assistance to institution-based, community, state &/or federal agencies or medical providers in developing, expanding &/or monitoring delivery of social or psychiatric/rehabilitation or medical programs, projects &/or services (e.g., manpower development & training; drug abuse; registration & certification of all drug services; family resource & respite care; nursing homes; local development of access roads, jobs, care; nursing homes; local development for districts in Appalachia; new social programs for community contact agencies; specific social, juvenile &/or criminal justice; home energy assistance; foster grandparents; planned parenthood; public or private out-patient clinics; sexually transmitted & communicable diseases; alcoholism; adult services; child protection or child placement; child day care; identification of inmates needing substance abuse services; hospital emergency rooms; public & private laboratories; institutional employee assistance; hospital-based community preparation programs).</p> <p>(96%)</p>													
		<p>Knowledge of (1) social or behavioral science or pre-medicine, (2) agency, state &/or federal statutes, rules, regulations &/or procedures governing delivery of social programs specific to area of employment*, (3) available community resources specific to area of employment*, (4) social service problems policy & program planning & analysis, (5) accounting or finance or budgeting, (6) public relations, (7) written communication (e.g., English composition & grammar, technical writing, business communication), (8) effective oral communication (e.g., speech); ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) use statistical analysis, (11) proofread & technical materials, recognize errors & make corrections, (12) gather, collate & classify information about data, people or things, (13) establish good rapport with program participants &/or program recipients.</p> <p><i>Developed after employment</i></p>													
<p>UNUSUAL WORKING CONDITIONS: Exposed to contagious diseases & emotionally disturbed persons; may require overnight travel.</p>		<p>MINIMUM CLASS REQUIREMENTS: <i>(including license, if any.)</i> Completion of undergraduate major program core requirements in social or behavioral science or pre-medicine as required by university or college plus 18 mos. exp. in delivery of social/human services or medical assistance in governmental, community or private human support services agency or for medical provider; or completion of graduate major program core</p>													
<p>CLASS TITLE Social Program Coordinator</p>		<p>TRAINING & DEVELOPMENT: CODE: 69412 CHS</p>													

CLASS TITLE: Social Program Coordinator		MAJOR AGENCIES: County Human Services		MAJOR WORKER CHARACTERISTICS
RANK	% OF TIME	JOB DUTIES		
2	22-42	<p>Consults with local & field community agencies, associations, groups &/or other state &/or federal departmental personnel or medical providers to coordinate administration of programs & services; assists local community agencies & Field Office personnel in developing budget & obtaining resources for programs & services.</p> <p>11-21 Monitors & documents program operation & program compliance; assists in development of comprehensive social service plan & in development of participants procedural manual; provides functional supervision to community agencies in appropriate use of local, state &/or federal funds; processes, reviews & completes funding applications & grant proposals; completes correspondence & reports.</p> <p>3-13 Attends training sessions; reads professional publications, technical manuals & related literature to maintain up-to-date knowledge of current developments in social service field; assists in development of informational materials used by state & county agencies, providers &/or general public; gives talks, lectures & speeches to community groups & schools to promote social service program participation.</p>	<p>Knowledge of 1, 2*, 3*, 4, 5, 6, 8, 10; (14) interviewing; ability to 9, 10, 11, 12, 13.</p> <p>Knowledge of 1, 2*, 3*, 4, 5, 6; ability to 9, 10, 12, 13, (15) prepare meaningful, concise & accurate reports.</p> <p>Knowledge of 1, 2*, 3*, 6, 8, 10; ability to 9, 10, 12, 13, (16) prepare & deliver speeches before specialized audiences.</p>	
		<p>(664)</p> <p>4</p>		<p>MINIMUM CLASS REQUIREMENTS: <i>(including license, if any.)</i></p> <p>requirements in social or behavioral science or pre-medicine as required by university or college plus 12 mos. exp. delivering social/human services or medical assistance in governmental, community or private human support services agency or for medical provider & 1 course in accounting, finance or budgeting (or 1 mo. exp.); or equivalent.</p> <p>Note: Pre-medicine education & previous experience in providing medical assistance for medical provider only pertains to positions in area of medical assistance.</p>

**Developed after employment*

CODE: 69412CHS
Page 2 of 2

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PERSONNEL ACTION STATE OF OHIO		AGENCY FROM	DIVISION OR INSTITUTION Butler County Human Services			UNIT OR OFFICE	No. 3554684		
NAME FROM		GENDER F			DATE OF BIRTH MO DAY YEAR 56	NO. OF YEARS 15	EDUCATION DEGREE	MAJOR	
TO ADDRESS FROM STREET		CITY Middletown, Ohio 45044			ZIP CODE 45044	COUNTY Butler			
TO EFFECTIVE DATE MO DAY YR 12 14 87		PAYROLL NUMBER FROM 990-009			POSITION NUMBER 20003.0	SOCIAL SECURITY NUMBER 8-6017		WORK UNIT	CHECK BOX HO COU Butl
CLASS/TITLE FROM Typist 1					CLASSNU 12511	RANGE 03	STEP 1	RATE 6.14	STAT C
APPOINTMENT ENDS ENDS ENDS TO ENDS ENDS ENDS TO ENDS ENDS ENDS TO ENDS ENDS TO ENDS CORRECTED		CHANGE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 CORRECTION OF TO			SEPARATION 1 2 3 4 5 6 7 8 9 10 11 12		INTERRUPTION 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 REASON RETIREMENT DECEASED REMOVED PROBATIONARY LAID OFF UNCLASSIFIED OTHER ISLE REMARKS CANCEL APPOINTMENT DISABILITY SEPARATION		
PRIOR SERVICE		PRIOR SICK LEAVE		DATE OF LAST PROMOTION	CERTIFICATION NO. 97275	DATE OF CONTINUOUS SERVICE		VACANCY PRIORITY CODE	
P S R A U E Y P O P U E L E S E S M T E N N T		III HAZARD DUTY □ PERMANENT □ TEMPORARY TO □ UNUSUAL (5%) □ CONSIDERABLE (75%) □ EXCEPTIONAL (10%)		(2) EDUCATIONAL ATTAINMENT □ BACHELOR'S PLUS 20 HRS (25%) □ MASTERS (75%) □ MASTERS PLUS 30 HRS (10%) □ MASTER TEACHER (5%) □ SPECIAL EDUCATION (5%)			3 □ SHIFT DIFFERENTIAL 4 □ PROFESSIONAL ACHIEVEMENT (5%) 5 □ BILINGUAL (5%) 6 □ TEMPORARY WORKING LEVEL TO CLASS _____ STEP _____		
REMARKS 00-020 days avg. 1/2/88									
APPROVAL OF APPOINTING AUTHORITY <i>William G. Rice</i> SIGNATURE					PERSONNEL DIVISION APPROVED <i>12/17/87</i> 12/29/87 DISAPPROVED				
SIGNATURE OF RELEASING AUTHORITY ADM-4100 (REV. 5/83)					SIGNATURE DIRECTOR OF ADMIN. SERV. <i>William G. Rice</i> 1/4/88 DATE 04/10/88				
ADMINISTRATIVE SERVICES PERSONNEL DIVISION									

SECTION II — EXPERIENCE

In the areas below, please type or print legibly past work experience beginning with the most recent employment. If the title and duties changed materially in the course of your service in any one organization, indicate such changes clearly and as separate employments. Attach extra sheets if necessary. Volunteer work may also be included as employment. NOTE: A resume may not be used as a substitute for completing this page.

PRESENT OR MOST RECENT JOB:

Employer's name and address Mid-Tel Savings Bank, 180 City Center Court, 45042 Middd, OH
 Length of employment FROM: mo. 09 yr. 77 TO: mo. — yr. — still employed
 Reason for leaving I would like to have the opportunity to broaden my skills
 Position (job title and classification) Sr. Teller Salary: beginning \$2.50 per hr ending \$6.15 per hr
 Duties Performed To assist the supervisor in maintaining a functional office, To handle large sums of cash, To perform the customer's banking transaction, and to serve the public in a quick, but efficient manner.

NEXT MOST RECENT JOB:

Employer's name and address Lazarus, Tri-County, Springfield Ohio 45202
 Length of employment FROM: mo. 09 yr. 86 TO: mo. — yr. — still employed
 Reason for leaving I would like to become self-supporting with one job
 Position (job title and classification) Sales Associate Salary: beginning \$3.00 per hr ending \$5.00 per hr
 Duties Performed To assist customers while they select their choice in crystal patterns as well as silverware, to be able to add-a-sale and to be able to close the sale.

Employer's name and address Sears, Towne Mall Blvd, Franklin Ohio 45005
 Length of employment FROM: mo. 01 yr. 77 TO: mo. 09 yr. 77
 Reason for leaving I had wanted a full-time position at the time
 Position (job title and classification) Catalog Sales Salary: beginning \$2.35 per hr ending \$2.50 per hr
 Duties Performed To be able to promote some of the catalog sale items over the phone as well as the counter, to take catalog sale orders and to use the cash terminal when closing a sale.

Employer's name and address McDonald's, 2351 N. Venetia, Pkwy, Middd, OH 45042
 Length of employment FROM: mo. 06 yr. 78 TO: mo. 01 yr. 77
 Reason for leaving I had wanted to learn a different type of skill.
 Position (job title and classification) Cashier Salary: beginning \$1.95 per hr ending \$2.50 per hr
 Duties Performed To perform any odd job necessary to keep the restaurant running smoothly, to assist the customer with their food order in a pleasant & friendly manner.

Employer's name and address
 Length of employment FROM: mo. — yr. — TO: mo. — yr. —
 Reason for leaving
 Position (job title and classification) Salary: beginning ending
 Duties Performed

PLAINTIFF'S
EXHIBITS

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SECTION III – EDUCATION AND TRAINING

EDUCATION

Total number of years of education, including primary school: 15 yrs.

Highest academic degree or level attained: Diploma with 2 yrs collage

Name and address of school, college or university where degree attained. If no degree, last school attended:

Middletown High School
601 N. Brazil Blvd.
Middletown, OH 45042

Major subject area for graduate degree, if any: _____

Major subject area for graduate study without a degree, if any: Word Processing

Major subject area for undergraduate degree, if any: _____

Major subject area for undergraduate study without a degree, if any: _____

Minor subject area(s) for undergraduate degree, if any: _____

If applying for a student help or college intern position, please list the school you are attending: _____

Please list below the specific course work areas relevant to the position(s) for which you are applying. Also, indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section.

TRAINING AND OTHER QUALIFICATIONS

If applying for a clerical position: TYPING SPEED: 50 wpm SHORTHAND SPEED: _____

If you have received TRAINING in an area which you feel is relevant to the position(s) for which you are applying, please submit the following information (do not include training gained as a part of your education as described above):

Type of Training Organization Length of Training Subject(s) Covered

In the area below, please describe briefly any additional information or special qualifications you have for the position(s) requested. Include special machines or equipment you operate, hobbies which have taught you qualifying skills, etc.

I had taken typing throughout my high school X Fong and I have taken bush up courses at Miami University & Southeastern.

PLAINTIFF'S
EXHIBITS
270-16

Ohio 6-1/095

SECTION IV – MISCELLANEOUS

THE FOLLOWING INFORMATION WILL BE USED ONLY IF IT IS DIRECTLY RELATED TO THE CLASSIFICATION/POSITION FOR WHICH YOU ARE APPLYING

1. Are you willing and able to secure an Ohio Driver's License, if a license is required?
2. If necessary, can you supply your own transportation for work use?
3. Have you ever been employed in the state or county service of Ohio?
4. Have you been convicted of any felony?
5. Can you perform the job-related requirements of the specific job for which you are applying?

If you have answered "YES" to question 3 or 4 or "NO" to question 5, please explain fully below, indicating by number to which question you are responding.

EMERGENCY INFORMATION

List the name and address of ONE PERSON WHO WILL ALWAYS KNOW YOUR WHEREABOUTS.

NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE
Barbara Williams	1215 Elm St.	Middletown	OH	45044	423-3823

REFERENCES

Please list the names and addresses of three individuals, other than relatives, whom we may contact for a PROFESSIONAL RECOMMENDATION.

NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE
Alrathia Hall	533 Elmwood	Middletown	Ohio	45044	423-2590
Margunie Forrest	1522 Blair Ct.	Middletown	Ohio	45042	424-3283
Nancy May Hugel	5732 Franklin-Liberty	Franklin	Ohio	45005	746-2840

PREVIOUS ADDRESSES

Please list TWO MOST RECENT PREVIOUS HOME ADDRESSES with the date of residence for each previous address.

ADDRESS	CITY	STATE	ZIP CODE	DATES OF RESIDENCE
1215 Elm St.	Middletown	Ohio	45044	22 yrs

APPLICATION WILL NOT BE ACCEPTED IF THIS OATH IS OMITTED. YOU MUST PERSONALLY APPEAR BEFORE A NOTARY PUBLIC OR OTHER AUTHORIZED OFFICIAL FOR THIS PURPOSE.

I solemnly swear or affirm that the answers I have made to each and all of the questions in this application are complete and true to the best of my knowledge and belief. I hereby waive all provisions of law forbidding my physician or other person who has attended or examined me or who may hereafter attend or examine me, colleges or universities which I attended, or past employers, from disclosing any knowledge or information which they thereby acquired relevant to my employment and I hereby consent that they may disclose such knowledge or information to the Division of Personnel, Department of Administrative Services.

SIGNATURE OF APPLICANT: *Dadee A. Williams*

Subscribed and duly sworn before me according to law, by the above named applicant this 15th day of January, 1987, at Middletown, County of Buckeye and State of Ohio.

Signature of officer: *George G. Meloy, III*

Official Title: Notary Public

GEORGE A. MELOY, III, Notary Public

STATE OF OHIO

My Commission Expires October 13, 1989